

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 4, 1969

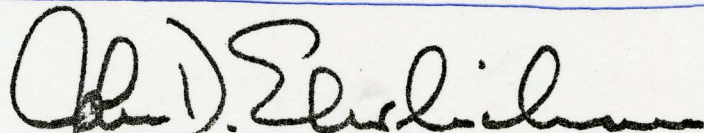
MEMORANDUM FOR

THE WHITE HOUSE STAFF

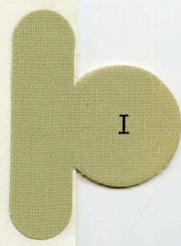
SUBJECT: WHITE HOUSE ACCESS CONTROLS

Over the past few months, it has been observed that many visitors remain in the White House Complex after completion of their official business. Often inadvertently, these visitors intrude into other areas or offices that are conducting business that is not open to the general public. As a matter of policy and courtesy we must protect the privacy of all White House Staff members.

When you clear a visitor for entrance to the White House Complex you are responsible for this person until he leaves. You or a member of your staff is requested to escort visitors to and from your office to the lobby at all times.



John D. Ehrlichman
Counsel to the President



SOP file

DEPARTMENT OF THE ARMY
Headquarters, Military District of Washington, U.S. Army
Washington, D.C. 20315

CEREMONIAL
INSTRUCTIONS
NUMBER 48-69

28 July 1969

SUBJECT: Armed Forces Full Honor Arrival Ceremony for The Honorable
Richard M. Nixon, President of the United States

SEE DISTRIBUTION

1. Reference: Standing Operating Procedure for Arrival and Departure Ceremonies, Chapter 5, Headquarters, Military District of Washington, U.S. Army, dated 2 May 1969.
2. The Commanding General, Military District of Washington, has been directed by Department of Defense to coordinate the participation of the Armed Forces in connection with this ceremony.
3. Armed Forces participation: Armed Forces Full Honor Arrival Ceremony, Andrews Air Force Base, Maryland.
 - a. Date: 3 August 1969.
 - b. Ceremony time: ²³⁰⁵2200 hours.
 - c. Host: The Honorable Spiro T. Agnew, Vice President of the United States.
 - d. Honors: Four ruffles and flourishes, and the National Anthem of the United States.
 - e. Band: The United States Army Band (Pershing's Own) and The United States Army Herald Trumpets.
 - (1) Appropriate honors.
 - (2) Appropriate march during inspection.

CEREMONIAL INSTRUCTIONS 48-69

28 July 1969

4. These instructions are effective until 30 August 1969, unless sooner rescinded or superseded.

(ANCS-SE)

FOR THE COMMANDER:

OFFICIAL:

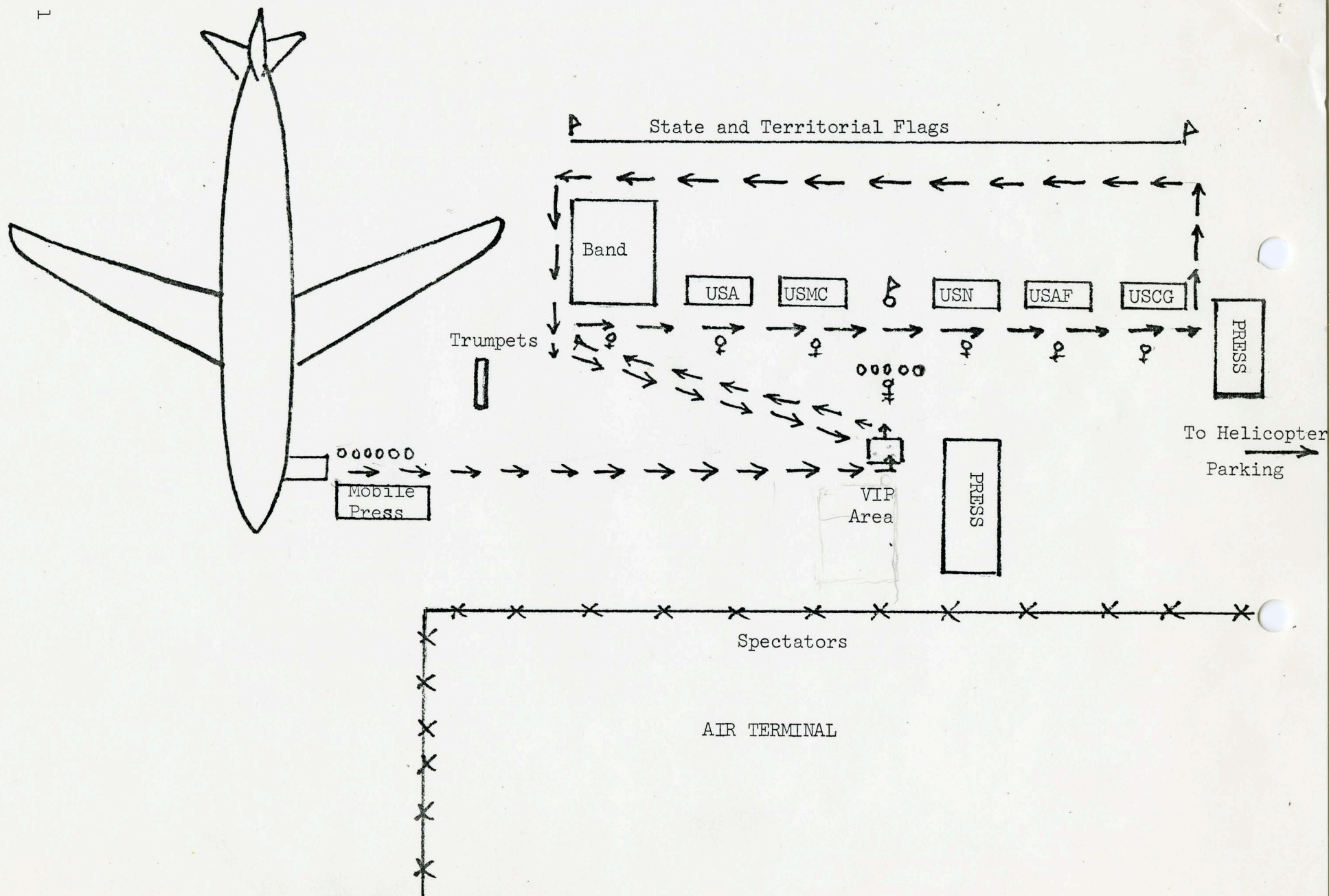
E. M. SLEEKER
Colonel, GS
Chief of Staff

J. A. INGERSKI
Colonel, AGC
Adjutant General

DISTRIBUTION:

E

1 incl
as



*file in
SOP file*

ARRIVAL AT ANDREWS AFB

Sunday, August 3, 1969

10:00PM Air Force One arrives at Andrews AFB from Mildenhall, England

President and Mrs. Nixon descend the front stairs of the Air Force One to fanfare by Herald Trumpets followed by remainder of Official Party.

The Vice President and other dignitaries welcome the President and Mrs. Nixon. After greeting by welcoming committee, the President and Vice President move down the red carpet to Review stand.

They mount the Review stand with the President standing to the right of the Vice President. Official Party and Welcoming Committee move to designated area to right of Review stand.

Mrs. Nixon and Mrs. Agnew are guided to a position at the immediate right of Review stand

INSTRUCTIONS FOR STAFF: Staff debarks by rear door of aircraft. While President is being greeted, staff moves to reserved area to extreme right of Review stand for arrival ceremony.

After the President and Vice President are on the Review stand, the Commander of Troops presents the Command. Ruffles and Flourishes are played followed by the National Anthem.

The President and Vice President then leave the Review stand to inspect the troops. As the President and Vice President make the turn and prior to inspecting the troops, the President moves to the left of the Commander of Troops to be nearest the troops while the Vice President moves to the right of the Commander of Troops. The group passes down the front rank, saluting the Colors as they pass and then along the rear of the formation. The President and Vice President return to the Review stand where the President receives the report that the ceremony is concluded.

T

They then face the press area to the left. The Vice President makes welcoming remarks followed by the President.

10:30 PM

After remarks by the President, the President and Mrs. Nixon move to the Presidential helicopter for the flight to the South Grounds of the White House.

H

THE WHITE HOUSE
WASHINGTON

ALEXANDER BUTTERFIELD

Gr. Flr., W. W.

MEMORANDUM FOR WHITE HOUSE STAFF

SUBJECT : Travel Instructions

1. REQUEST FOR TRAVEL:

Prior to traveling on Official Government business, the Staff Members should call the Transportation Office and tell them they are submitting a Travel Request Form to Mr. Higby for his acknowledgement. SEE: EXHIBIT A. Request for Travel Forms are available through the Administrative Office or the Transportation Office.

2. TRANSPORTATION REQUESTS:

The staff member should then submit form in duplicate to Mr. Higby's office at least two days in advance of travel. He will then forward it to the Transportation Office where a GTR (Government Travel Request) will be prepared and tickets will be delivered to you. By using the GTRs, the White House Budget saves the 5% Transportation Tax.

3. TRAVEL VOUCHERS - Standard Form No. 1012: SEE: EXHIBIT C.

On completion of your travel, a Travel Voucher should be completed and submitted to Mr. Higby's office who will forward them through Bill Hopkins, Certifying Officer, to Carson Howell, Administrative Officer, for payment. During the course of your trip, a few pertinent facts will be needed to be kept in mind so as to file a complete and accurate Travel Voucher:

1. Date and Hour of your departure and arrival of your destination and return.
2. Note the date, purpose, and amount of all cash payments for which you will claim reimbursement. Obtain receipts for all cash expenditures.

3. Note the Serial No. of each Government Travel Request (GTR) issued, the nature and value of the service or accommodation received, and the name of the Transportation Company.

4. When transportation is obtained by the Traveler for cash and Federal Tax is charged, the Carrier Ticket must be submitted with the Travel Voucher.

4. NON-GOVERNMENT TRAVEL:

In lieu of Government Travel Requests (GTR), Staff Members who must travel in connection with speaking engagements, or any other non-government purpose, an Advance of Funds for transportation and/or other expenses, pending reimbursement from the Organization concerned, can be arranged with the Administrative Office. Reimbursement of this Advance to the Administrative Office should be made in cash or a Check payable to Cash (Not a check payable to the Treasurer of the United States).

Edwin M. Fawcett

Chief, Telegraph and Travel Service

THE WHITE HOUSE

WASHINGTON

Date: August 8, 1969

TO: Mr. Lawrence M. Higby

FROM: John Doe

SUBJECT: Request for Travel

NAME John Doe Signature of John Doe
(Typed and Signature)

DESTINATION Los Angeles, California

PURPOSE OF TRIP Nutrition Conference

DEPARTURE DATE August 10 RETURN DATE August 12

MODE OF TRANSPORTATION Air - Coach

LODGING ACCOMMODATIONS Name of Hotel selected
(Name)

Los Angeles, California

(Address)

ESTIMATED TOTAL EXPENSES: \$ 300.00

AUTHORIZATION OF SUPERVISOR Signature of Supervisor
(Signature of Certifying Officer if
appropriate)

Acknowledged by: Lawrence M. Higby

(Submit in Duplicate)

Send to Mr. Higby for Acknowledgment.

EXHIBIT B.

Valid after <u>19</u>	BILL TO The White House Office Washington, D. C. 20500	46,704,948								
The <u>Trans World Airlines</u> Company is requested to furnish <u>Economy</u> class <u>Air</u> transportation at lowest rate from <u>Washington, D. C.</u> to <u>Los Angeles, Calif.</u> via <u>TWA</u> (FIRST, COACH, MIXED, CHARTER, ETC.) (RAIL, AIR, OR BUS, ETC.) (IF ROUND TRIP SERVICE REQUIRED WRITE "AND RETURN")		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CARRIER'S CODE</td> <td style="width: 10%;">BILL NUMBER</td> <td style="width: 10%;">TRANSP. AMOUNT</td> <td style="width: 10%;">ACCOMMOD. AMOUNT</td> </tr> <tr> <td>48</td> <td>52</td> <td>57</td> <td>65</td> </tr> </table>	CARRIER'S CODE	BILL NUMBER	TRANSP. AMOUNT	ACCOMMOD. AMOUNT	48	52	57	65
CARRIER'S CODE	BILL NUMBER	TRANSP. AMOUNT	ACCOMMOD. AMOUNT							
48	52	57	65							
SUCH BETWEEN THE RESPECTIVE POINTS for use of _____ and no others with _____ accommodations from _____ to _____ (IF ROUND TRIP SERVICE REQUIRED WRITE "AND RETURN") to transport not over _____ lbs. of excess baggage from _____ I CERTIFY THAT I HAVE RECEIVED THE TRANSPORTATION SERVICE OR TICKETS REQUESTED EXCEPT AS STATED ON REVERSE SIDE.		DO NOT FOLD, SPINDLE OR MUTILATE The United States of America Transportation Request MEMORANDUM CARD COPY								
TRAVELER'S SIGNATURE <u>John Doe</u> TITLE <u>Asst. to the President</u> TRAVELER MUST ASCERTAIN COST OF TRANSPORTATION AND/OR ACCOMMODATIONS AND RECORD IN SPACES BELOW <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 30px;"></td> <td style="width: 33%; height: 30px;"></td> <td style="width: 33%; text-align: center; vertical-align: middle;">\$324.00</td> </tr> <tr> <td>TRANSPORTATION AMT.</td> <td>ACCOMMODATION AMT.</td> <td>TOTAL -</td> </tr> </table>				\$324.00	TRANSPORTATION AMT.	ACCOMMODATION AMT.	TOTAL -	PLACE OF ISSUE <u>19</u> I CERTIFY THAT THE TRANSPORTATION REQUESTED IS FOR OFFICIAL BUSINESS. ISSUING OFFICER'S SIGNATURE <u>Edwin M. Fauver</u> TITLE <u>Chief of Transportation</u> FISCAL DATA (APPROPRIATION, AUTHORIZATION, ETC.)		
		\$324.00								
TRANSPORTATION AMT.	ACCOMMODATION AMT.	TOTAL -								

TICKET AGENT WILL NOT ACCEPT THIS

TRAVEL VOUCHER

EXHIBIT C

DEPARTMENT, BUREAU, OR ESTABLISHMENT Executive Office of the President, The White House Office		VOUCHER NO.
PAYEE'S NAME John Doe		SCHEDULE NO.
MAILING ADDRESS The White House		PAID BY DATE 6/1/69
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE	
FOR TRAVEL AND OTHER EXPENSES		CHECK NO.
FROM (DATE) 6/1/69	TO (DATE) 6/3/69	CASH PAYMENT OF \$ RECEIVED (DATE) (Signature of Payee)
APPLICABLE TRAVEL AUTHORIZATION(S)		
NO.	DATE	
TRAVEL ADVANCE		
Outstanding		\$
Amount to be applied		
Balance to remain outstanding		\$

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOMMODATIONS*	DATE ISSUED	POINTS OF TRAVEL	
					FROM--	TO--
A6, 704, 948	324.00	TWA	Economy	5/29	Washington, D. C.	Los Angeles, Calif.

** Certified correct. Payment or credit has not been received.

6/5/69 (Date)	Signature of JOHN DOE (Signature of Payee)	AMOUNT CLAIMED →	Dollars 57	Cts 00
APPROVED (Supervisory and other approvals when required)		DIFFERENCES:		
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY		Total verified correct for charge to appropriation(s)		
VOUCHER NO.	D.O. SYMBOL	(initials)		
DATE (MONTH-YEAR)		Applied to travel advance (appropriation symbol)		
CERIFIED correct and proper for payment:		NET TO TRAVELER →		
(Date)	(Authorized Certifying Officer)			

ACCOUNTING CLASSIFICATION

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
** FRAUDULENT CLAIM—Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id. 1001).

OVER

DEPARTURE FROM OFFICIAL STATION (DATE)		TEMPORARY DUTY STATION (LOCATION)	LAST DAY OF PRECEDING VOUCHER PERIOD (DATE OF ARRIVAL)
6/1/69	5:15 p. m.		

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).



A/

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Safeguarding Classified and Sensitive Information

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The White House Police have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the White House Police will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. At present, green paper "burnbags" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under White House Police supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The provisions of this memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.



H. R. HALDEMAN

Assistant to the President

F

MEMORANDUM TO:

February 12, 1969

ALEXANDER, L.
ANDERSON, Dr. M.
ATKINS, O.
BELIEU, K. E.
BLAIR, C. S.
BLUMENTHAL, R.
BROWN, J. R. III
BROWN, R. J.
BUCHANAN, P. J.
BULL, S. B.
✓ BUTTERFIELD, A. P.
CHAPIN, D. L.
COLE, K. R., Jr.
COSTELLO, P.
DAVIES, J. S.
DENT, H. S.
DuBRIDGE, L. A.
EAGLEBERGER, L. S.
EHRlichMAN, J. D.
ELBORNE, T.
ELLSWORTH, R. F.
FLANNIGAN, P. M.
FLEMMING, H. S.
GAVIN, W.
GRUBB, H. D.
HARLOW, B.
HESS, S.
HEUBNER, L.
HIGBY, L. M.
HOFGREN, D. W.
HUGHES, J. D.
HUSTON, T.
KEOGH, J.
KISSINGER, Dr. H. A.
KLEIN, H. G.
KROGH, E.
MORGAN, E. L.
MOYNIHAN, D. P.
PRICE, J. R.
PRICE, R. K.
SAFIRE, W. L.
SEARS, J. P.
SLOAN, H. W., Jr.
STUART, C. E.

TIMMONS, W. E.
WARREN, G. L.
WHELIHAN, J. B.
WHITAKER, J. C.
WILKINSON, C. B.
WILKINSON, J. G.
WOODS, M. A.
WOODS, R. M.
ZIEGLER, R. L.

THE WHITE HOUSE

WASHINGTON

February 12, 1969

It is imperative that the White House Switchboard have access to you at all times. It is assumed that by now you have advised the Switchboard of your residence telephone number. If you have not yet done this, please do so.

When you are planning on being away from your office or residence, you should advise the Switchboard where and how you can be reached. Since most of you have had Signal lines installed in your residences, you need only pick up the phone and advise the operator of where you are going. If you do not have access to a Signal phone, you should call the White House operator, whose number is 456-1414, and inform her of the number where you can be reached.

If you are planning an extended trip outside the Washington area, it would be advisable to send a copy of your itinerary to the White House Switchboard: attention Chief Operator. This will assist the operators in keeping track of your location.

Although such comprehensive information need not be maintained for your office staffs, it is advisable that you counsel them to inform you as well as the White House Switchboard of their residence telephone number.



H. R. Haldeman
Assistant to the President

E

THE WHITE HOUSE

WASHINGTON

February 5, 1969

MEMORANDUM FOR

MEMBERS OF THE WHITE HOUSE STAFF
DIRECTOR, BUREAU OF THE BUDGET
CHAIRMAN, COUNCIL OF ECONOMIC ADVISERS
DIRECTOR, OFFICE OF EMERGENCY PREPAREDNESS

RE: COMMUNICATIONS TO THE PRESIDENT

GENERAL COMMUNICATIONS

The Staff Secretary will establish secretariat control of all incoming communications from the departments and agencies which are for the information of the President or for action by him. When such papers are ready to go forward to the President, they are to be routed through the Staff Secretary.

All papers which the President has acted upon or otherwise disposed of will be processed out of the office of the Staff Secretary. Any subsequent actions required for other than national security matters, such as the relay of Presidential decisions, return of signed correspondence, or follow-up on Presidential comments, will be accomplished under the direction of the Staff Secretary.

NATIONAL SECURITY COMMUNICATIONS

All communications directed to the President originating in executive departments and agencies, including those from department and agency heads, dealing with national security matters -- in the broadest interpretation of that phrase -- should be delivered to the office of the Assistant to the President for National Security Affairs. The NSC office under the direction of the Assistant to the President will establish secretariat control of all such papers prior to forwarding them to the Office of the President.

All national security papers are to be received and processed in the first instance by the NSC office as described above. Should any papers in this category reach the Staff Secretary without first being recorded in the NSC office, they will be referred to that office.

National security papers which the President has acted upon or otherwise disposed of will be processed out of the Staff Secretary's office to the NSC office. Any subsequent actions required, such as the relay of Presidential decisions, return of signed correspondence, or follow-up on Presidential comments, will be accomplished under the direction of the Assistant to the President for National Security Affairs.

A handwritten signature in dark ink, consisting of a large, stylized capital 'H' with a loop at the top, followed by a capital 'R'.

H. R. HALDEMAN
Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 5, 1969

MEMORANDUM FOR THE WHITE HOUSE STAFF

On several occasions, members of the White House staff have gone directly to agencies within the Department of Defense with requests for information, assistance, etc.

The Office of the Armed Forces Aide to the President has been designated as the liaison between the White House and all Department of Defense agencies for all matters except strategy and policy.

Therefore, to prevent delays and to insure proper handling, staff members will refer such matters through the Armed Forces Aide's Office.


H. R. HALDEMAN



THE WHITE HOUSE

WASHINGTON

February 5, 1969

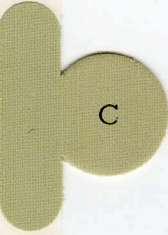
MEMORANDUM FOR

THE WHITE HOUSE STAFF

SUBJECT: Messages of Condolence

Eliska Hasek has been given the responsibility of insuring that messages of condolence are sent when serious illnesses or deaths occur in the families of friends of the President or individuals of a VIP stature. However, we should all consider it our responsibility, upon learning of such an event, to check with Eliska in order to insure that she is aware of it.


John R. Brown III
Staff Assistant



THE WHITE HOUSE

WASHINGTON

February 1, 1969

FOR: Bob Haldeman
John Ehrlichman
John Whitaker
Murray Chotiner
Bill Hopkins
Alex Butterfield
Ken Cole

FROM: Harry Flemming

The following is a set of procedures to be followed in submitting people for clearance and appointment. It applies to all nominees for federal positions requiring the advice and consent of the President.

I. Initiation of clearance

- A. All appointees under the jurisdiction of Cabinet members will be initiated by John Whitaker.
- B. All other nominees will be initiated by Harry Flemming after clearance by the Review Committee.

II. Clearances

- A. FBI name check by Miss Brown in the Office of the Counsel.
- B. Political field check by Harry Dent's office.
- C. Congressional clearance by Bill Casselman of this office in the following manner:
 - 1. Senate
 - a. Republican members of Standing Committee having legislative jurisdiction over the department for those nominees requiring confirmation of the Senate. Those not requiring Senate confirmation will be cleared only with the ranking member of the committee.
 - b. Republican members of Appropriations Subcommittee for the department. For those not requiring Senate confirmation, only the ranking member will be notified.

THE WHITE HOUSE

WASHINGTON

Page 2

c. Republican Senators (if any) representing nominee's state of residence.

d, John Gomien in Senator Dirksen's office.

2.

House

a. Ranking minority member of the Standing Committee and Sub-committee having jurisdiction over the department.

b. Ranking member of the Appropriations Subcommittee for the department.

c. Republican Congressman representing the nominee' district (if any).

III. When the procedure outlined in Roman numeral II is completed the file will be forwarded to Harry Flemming. He in turn will assemble all data and submit to John Ehrlichman for final clearance.

IV. When John Ehrlichman gives final approval he will return the file to Harry Flemming who will prepare a cover memorandum to the President indicating that the nominee is clear for his consideration and approval.

V. The papers will then be submitted for final handling by Bill Hopkins.

B

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 1, 1969

MEMORANDUM FOR: Col. Hughes
Major Brennan
Lt. Col. Coffey
Lt. Commander Larson
Mrs. Winchester
Ed Morgan
Ambassador Mosbacher
Larry Eagleburger

CC: → Alex Butterfield
Bob Haldeman
Hugh Sloan

RE: The President's Scenario

For each event in which the President participates there will be a Scenario. The Scenario must provide as accurate as possible a description of what will be happening.

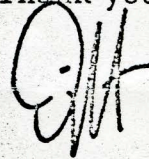
To be included in the Scenario:

1. Description of the event.
2. Time.
3. What the President is to do; to say.
4. The role of others in the event
(including First Family members).
5. Special ceremonial instructions as applicable.
6. Additional information the President should have.

I am responsible for seeing that the Scenarios are prepared and in to the President on time. As events occur which fall into your area of responsibility, you will be responsible for contributing background information for the Scenario. The Scenarios will cover all functions - social military, governmental and political.

As events are firmed up on the calendar, my office will be in touch with you regarding the preparation and deadline for the Scenarios.

Thank you,

A handwritten signature in dark ink, appearing to be 'DLC' or similar initials, written over the typed name.

Dwight L. Chapin

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 29, 1969

MEMORANDUM FOR:

Mr. Ken Be Lieu
→ Mr. Alex Butterfield
Mr. Dwight Chapin
Mr. Lee DuBridge
Mr. John Ehrlichman
Mr. Tim Elbourne
Mr. Bob Ellsworth
Mr. H. R. Haldeman
Mr. Bryce Harlow

Mr. Jim Keogh
Mr. Herb Klein
Mr. Egil Krogh
Mr. Daniel Moynihan
Mr. Ray Price
Mr. Hugh W. Sloan
Mr. Jerry Warren
Mr. Alan Woods
Mr. Ron Ziegler

All NSC Staff Members

SUBJECT: A Foreign Policy "Listener"

FROM: Henry A. Kissinger K

Dick Allen has been asked to serve as the White House foreign policy "listener." You can refer those people who come to you with foreign policy ideas to him. Dick will make sure that each person you refer is put in touch with the appropriate substantive member of my staff. Dick and the staff member will jointly see that any necessary follow-up is carried out.